

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 21st September 2026 at Holbrook Village Hall at 1930 hrs. All Parish Councillors are summoned to attend and all parishioners are invited. Any member of the public wishing to speak at Item 3 should give notice to the Clerk at or before the commencement of the meeting.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded but must notify the Clerk and Chair of their intention prior to the meeting.

AGENDA

HPC2109/01 Apologies: To receive, and consent to accept if appropriate, apologies for absence.

HPC2109/02 Declarations of pecuniary and local non-pecuniary interest

2.01 To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.

2.02 To receive requests for dispensations.

HPC2109/03 Co-option: the Council to consider the co-option of an applicant to the Council

HPC2109/04 Public Forum

4.01 To receive reports from the District and County Councillors

4.02 To receive questions and matters of concern from members of the public present

HPC2109/05 To consider and approve the minutes of the Parish Council meeting held on 17th August 2026

HPC2109/06 Items from previous meetings and ongoing projects

6.01 Summary of actions from previous meeting

6.02 To receive the minutes of the climate working group, GHGW

6.03 Update on the parking issues at Alton Green

6.04 Update on remedial work at Alton Green Pond

6.05 Update on proposed road closure between Stutton and Holbrook for new water mains to be installed at the RHS

HPC2109/07 Correspondence received requiring a response and new business:

7.01 To review the following policies:

(a) Grant Scheme

(b) Community Engagement

(c) Environmental & Biodiversity Policy & Action Plan

(d) Asset Management Register mid-year review

7.02 To note the contents of the Clerk's report

HPC2109/08 Finance

8.01 To receive a report from the RFO, together with a bank reconciliation to 31st August 2026 and to note that a Councillor who was not a bank signatory had verified the bank reconciliation

8.02(a) To ratify and agree the following payments: Mrs J M Hazlewood (Expenses & printer ink) £39.49, Mrs J M Hazlewood (Clerk's salary) £798.29, Community Caretaker Salary £358.00; J Ambrose (Chairman's Allowance) £20.13; HMRC (PAYE & Employers NI) £299.93; Lloyds Bank Charges £4.25; E-ON Next (Pavilion Electricity) £18.23; Babergh District Council (Litter & Dog Bin Emptying) £2286.62 (this includes an overpayment for Admirals Quarter bins).

(b) To note income received since last meeting to 1st September (bank statement dated 01.09.26) Holbrook Village Hall (Meeting Hall hire) £29.00; Babergh District Council (dog and litter bin emptying) £ Lottery prizes

(i) **Community Account** – £66.00 – Advertising in Parish Papers:

(ii) **Investment Account** £41.80 (Interest);

(iii) **Instant Access (Reade Field) Account** Lottery tickets to 1st September £468.00 £15.52 (interest)

8.03 Councillors to note that the national pay agreement has been agreed by unions, resulting in a 3.3% increase in rates of pay for clerks/RFOs for the financial year April 2026 to 31st March 2027. Council are asked to ratify this new pay scale and to agree to backdate it to 1st April 2026.

8.04 To receive and consider a quote for the council's annual insurance cover.

HPC2109/09 Planning:

9.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.

DC/26/02741 Proposal: Householder Application - Erection of single storey rear/side extension with link to annexe **Location:** Vine House, The Street, Holbrook, Ipswich Suffolk IP9 2PX **Granted**

DC/26/00528 Proposal: Householder Application. Erection of rear extension and dormer window. **Location:** The Yellow House, Fishponds Lane, Holbrook, IP9 2QZ **Granted**

DC/26/02707 APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - Proposal: Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/25/00626 dated: 16/04/2025 - Erection of single storey extension and reinstate driveway access. **Location:** Latimers, Ipswich Road, Holbrook, Ipswich, Suffolk IP9 2PL **Awaiting Decision**

9.02: To consider new applications received:

DC/26/02470 Proposal: Householder Application - Demolition of existing kitchen and erection of a two storey extension **Location:** 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2QE

DC/26/03728 Proposal: Householder Application - Installation of ground mounted solar PV array. **Location:** Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ

DC/26/03804 Proposal: Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990 (as amended) - Lawful Development sought to confirm lawful commencement of DC/25/04715 via the construction of foundations to Site 1 Plot 1 (Phase 1). **Location:** Site 1, Main Road, Woolverstone,

HPC2109/10 Councillors Reports: to note Councillors' reports and activities since the last meeting:

HPC2109/11 To consider items for future agendas:

HPC2109/12 Date of next Parish Council meeting: Monday 19th October 2026 at 7.30 p.m.

Signed:



Parish Clerk

Date: 15th September 2026